



## JOB DESCRIPTION

**Title:** Police Lieutenant

**Department:** Police

**Reports to:** Police Chief

**Pay Grade:** 72

**Date Adopted:** February 2, 2017

**Previous Revision Date:**

**Last Revision Date:**

**Type:** ☒ Full Time

☐ Part Time

**FLSA:** ☒ Exempt ☒ Salary

☐ Non Exempt ☐ Hourly

**Union:** ☐ Yes

☒ No

---

### Job Summary:

Assists the Chief of Police in the administration of the Police Department support services. Participates with the Chief of Police in the development of the goals and objectives of the department. Meets with citizen groups and responds to public inquiries as appropriate.

---

### Essential Functions:

1. Perform essential functions Police Sergeant job description.
2. Supervise assigned personnel to ensure goals and objectives of department are met. Provide direction and leadership. Review scheduling assignments. Prepare and review performance evaluation ratings. Recommend appropriate disciplinary actions as required. Review, understand, and communicate standard operating procedures and City policies. Receive, assign, and/or investigate citizen complaints. Take command of critical incidents.
3. Monitor performance and counsel subordinates to ensure compliance with procedures. Provide opportunities to make decisions and discuss consequences of decisions. Identify strengths and weaknesses. Recommend training.
4. Observe and evaluate subordinate supervisors' performance. Act as reviewer for evaluations completed by subordinate supervisors. Counsel subordinates when appropriate. Correct performance deficiencies through counseling or remedial training.
5. Function as a member of the agency's command staff providing input, suggestions, and recommendations. Attend appropriate staff meetings. Meet with citizens groups as required. Serve on designated task forces. Prepare staff studies. Make and forward suggestions.

6. Administer and investigate disciplinary actions, including formal and informal discipline. Ensure on-the-spot corrections of policy/procedure violations. Conduct full investigations of serious breaches of procedure. Recommend penalties. Counsel subordinates to ensure against further violations.
7. Review and suggest appropriate changes to agency procedures, rules, and regulations while enforcing compliance. Critically analyze operating procedures on a frequent basis. Suggest appropriate changes to current policies and procedures based upon observation and evaluation.
8. Make budget recommendations and participate in, and enforce, operational economy processes. Conduct appropriate staff studies. Research issues and make recommendations. Make valid budgetary and efficient fiscal change recommendations including monitoring of overtime use, training time, gasoline consumptions, etc. Serve on various task forces.
9. Review citizens' complaint investigations and supply written endorsement. Assign complaint investigations and monitor progress to ensure completion and thoroughness. Discuss cases with investigators.
10. Effectively address citizen inquiries and direct them to available resources.
11. Perform secondary duties, such as training officer, Department Equipment Manager, SWAT Team Leader, or other critical duties.
12. Supervise the work of uniformed police officers on assigned shift. Conduct rollcall briefing. Accompany officers on calls to maintain discipline and ensure rules and regulations are followed. Remain available to provide guidance as required to ensure department goals and objectives are attained. Review officers work output. Correct deficiencies in performance as these occur. Assist subordinates in conducting criminal investigations. Assume command of major incident scenes and summons other resources as required.
13. Investigate crimes.
14. Exercise fiscal responsibility. Review use of resources to ensure waste is kept to a minimum. Monitor overtime expenditures. Inspect equipment for damage or abuse. Audit expenditures. Recommend purchase and replacement of equipment. Recommend budget item appropriation and expenditure, and new programs.
15. Maintain discipline and instill positive attitudes among subordinates. Provide guidance and reinforce behaviors. Administer and document discipline. Audit performance after discipline. Maintain disciplinary records for evaluations.
16. Assist the Chief of Police in the administration of the department by implementing all directives, policies, and procedures.
17. Assist the Chief of Police with the development of the department goals and objectives.

18. Meet with citizen groups, clubs, and organizations to discuss police services.
  19. Maintain positive relations with the community.
  20. Keep confidential information confidential.
  21. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organizations with whom interaction is required to accomplish work and employer goals.
  22. Punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable
  23. Perform other work which is consistent with the essential functions of the job.
  24. Perform other duties as assigned.
- 

**Education and Special License(s)/Certifications:**

High school diploma or equivalent required.

Must be 21 years or older on date of examination.

U.S. citizen

No felony convictions or serious misdemeanor.

Must possess a valid driver's license and maintain an insurable driving record.

Must reside within 45 minutes from Beatrice Police Department Station.

Must meet all of the entrance requirements for Nebraska law enforcement training center.

Possession and maintenance of a Nebraska State certification as a law enforcement officer as prescribed by Nebraska State Statutes through graduation of Nebraska law enforcement training center.

College level course work in Criminal Justice, Law, Public or Business Administration, Social Studies, or related field preferred. Bachelor's Degree preferred.

---

**Experience:**

Five (5) consecutive years of experience as a Police Officer.

Three (3) consecutive years of experience as a Police Sergeant OR Equivalent combination of training and experience which provides desirable knowledge, abilities, and skills. (Breaks in service of no more than ninety (90) days shall be considered *de minimus* and shall not be considered in calculating the consecutive years.)

---

**Skills:**

1. Ability to communicate effectively in the English language, both in writing and orally.
2. Ability to perform basic mathematical calculation.
3. Ability to use a computer touch-screen and manual keyboard.
4. Ability to operate 2-way radio, radar equipment, and make and receive phone calls.

5. Ability to use firearms safely and accurately.
  6. Ability to perform basic first aid and CPR.
  7. Good oral and written communication skills.
  8. Organizational skills.
  9. Good analytical skills.
- 

**Mental Requirements:**

1. Ability to apply broad and general ideas or principals effectively to a particular problem.
2. Ability to fairly apply administrative and standard operating procedures to disciplinary actions.
3. Ability to recognize and avoid potentially hazardous situations.
4. Ability to understand and apply departmental orders, rules and regulations to police situations.
5. Ability to comprehend laws and abstract concepts and apply to specific situations.
6. Ability to apply judgment to police situations to effect appropriate resolution.
7. Ability to properly conduct and document searches.
8. Ability to organize facts and provide accurate testimony under stress.
9. Ability to understand and apply legal standards in performance of duties.
10. Ability to understand and apply departmental orders, rules, and regulations.
11. Ability to interpret orders and procedures.
12. Ability to analyze situations and determine proper response.
13. Ability to perform many functions simultaneously.
14. Ability to recognize suspicious behavior or unusual circumstances.
15. Ability to determine necessity for assistance.
16. Ability to recognize and remove health and safety hazards.
17. Ability to make decisions under stress.
18. Ability to exercise caution and control fear in potentially hazardous situations.
19. Ability to adapt to different people, behaviors, and circumstances.
20. Ability to maintain effective working relationships with partners, superior officers and other police personnel.
21. Ability to work without immediate supervision.
22. Ability to differentiate between criminal and civil law.
23. Ability to organize facts and accurately complete report, summons, and other forms.
24. Ability to apply knowledge of medical and intervention techniques in domestic or other disturbances.
25. Ability to quickly develop action plan.
26. Ability to recognize potential chemical abuse/neglect.
27. Ability to recognize narcotics.
28. Ability to interrogate suspect and obtain information within lawful guidelines.
29. Ability to determine proper charges.
30. Ability to remain calm under stress and anger.
31. Ability to disseminate intelligence and other information with and between department director and personnel.
32. Ability to understand legal standards.
33. Ability to apply knowledge of mediation and intervention techniques in domestic or other disputes.

34. Ability to control anger and maintain professional demeanor.
  35. Ability to analyze and coordinate investigation of information to draw conclusive findings.
  36. Ability to evaluate alternative courses of action and select the most acceptable alternative and demonstrate common sense in handling field situations.
  37. Ability to follow rules or procedures while performing job duties.
  38. Ability to identify the similarities and/or differences in information gathered from different sources.
  39. Ability to use judgment prior to initiating actions.
  40. Ability to read and comprehend a wide variety of written material.
  41. Ability to retain and document various types of information.
  42. Ability to analyze a situation, identify the important elements and make logical decisions without undue delay.
  43. Ability to comprehend complex legal issues.
  44. Ability to analyze complex evidentiary situations.
  45. Ability to recognize a person from a mug shot.
  46. Ability to relate to other individuals of various ages, backgrounds, and circumstances.
  47. Ability to determine the proper use of deadly force.
  48. Ability to withstand prolonged periods of physical and mental stress or discomfort.
  49. Ability to establish priorities at emergency scene.
  50. Ability to interview crime scene principles and witnesses.
  51. Ability to recognize, collect, analyze, and interpret evidence.
  52. Ability to counsel distraught victims of crime.
- 

**Physical Requirements:**

1. Hand and eye coordination, physical strength and dexterity to use all police tools associated with the profession such as handguns, shotguns, electronic control device, handcuffs, and baton.
2. Possess a full functional lumbar range of motion.
3. Possess a full functional cervical range of motion.
4. Physical agility to safely operate motor vehicle in normal traffic and in high-speed emergency driving situations.
5. Ability to visually recognize and distinguish colors.
6. Ability to distinguish sounds encompassing a full range of tones and volumes.
7. Ability to detect a full range of odors such as narcotics, alcohol, smoke, and fumes.
8. Possess the visual stamina and acuity to operate a motor vehicle safely in both routine and emergency situations during all levels of illumination.
9. Possess the visual stamina and acuity to observe persons, places and things both close up and at a distance.
10. Ability to produce written reports, memorandums, field notes, and required forms.
11. Ability to sit in vehicle and type/read/decipher information on the computer keyboard and screen.
12. Physical strength to subdue violent suspect.
13. Physical agility to run, jump, crawl, climb, bend, reach, walk or perform other physical movements as required.
14. Ability to operate City vehicles.
15. Mobility to travel to various City locations.

16. Ability to sit and be attentive for extended periods of time.
  17. Ability to speak to an individual or group for extended periods of time.
  18. Ability to lift 20 pounds and transport 20 feet.
  19. Ability to make and receive phone calls.
- 

**Supervisory Responsibility (Direct and Indirect):**

Direct      Investigator  
                Youth Services Officer  
                Drug Investigator  
                School Resource Officers

Indirect     Crime Scene Unit

---

**Disclaimer:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

---

Approved:

**Tobias J. Tempelmeyer, City Administrator**

**February 2, 2017**